



Department of Planning, Public Policy and Management Internship Posting Form

Use tab or arrow keys to move between fields.

Organization Information

Name of Organization	Mount Pisgah Arboretum
Street Address	
City, State Zip Code	
Web Site	www.efn.org/~mtpisgah

Description of Organization:

Brief summary of organization and work environment. (No more than 100 words)

Mount Pisgah Arboretum is a 209 acre site on the slopes of Mount Pisgah, along the Coast For of the Willamette River, approximately 5 miles from UO.

Internship Title and Description:

What will the student learn? Describe anticipated tasks and responsibilities. If internship is a project, describe type and scope. Indicate if travel is required. **If your description exceeds 200 words, attach a separate sheet.**

Education Program Intern

The intern will work with the Education Manager, planning, organizing and entering data for the K-5 school field trip program, *Spring Discovery Tours*, and revising environmental education lesson plans for teachers and students participating in the program. Tasks may include:

- Scheduling schools
- Improving program database
- Tracking income and expenses
- Communicating with teachers
- Preparing nature guide training materials
- Assisting at training sessions
- Hosting during the school program
- Revising environmental education materials

Qualifications: Describe the general knowledge and skills required. Note any preferred skills. (No more than 100 words)

General knowledge and skills required:

- Excellent writing skills
- Good organizational skills
- Mac proficient (Excel, Filemaker, Word, InDesign)
- Friendly manner
- Strong interest in Environmental Education

Hours: The academic term is 10 weeks.

Anticipated hours/week: Time Commitment: 10-20 hours per week, March 1-June 10 (Spring 2008 with additional hours to be negotiated with Education Manager).

Pay: Indicate if internship is paid and if so, whether the pay is an hourly wage or stipend.

Yes

Hourly Wage: \$8.50-\$9.00 per

Stipend:

No

Term of Internship: Internships are offered on an academic term basis. Students secure their placements in the term prior to the start of the internship. The date in parenthesis indicates **your deadline** for submitting an internship posting. Indicate the academic term(s) or “ongoing” if the internship is continually available.

Fall (Aug. 15) Winter (Nov. 15) Spring (Feb. 15) Summer (May 15) Ongoing

Student Application Procedure & Deadline

E-mail cover letter and résumé to site supervisor

Other:

Application Deadline:

Contact Information

Site Supervisor

Fran Rosenthal

Title

Education Manager

Work Phone

747-1504

E-mail Address

mtpisgfr@efn.org.